



This newsletter provides information on topics of high interest to the I-MANAGE Community relating to the I-MANAGE Program Executive Steering Committee held in March with focus on the status and plans of I-MANAGE Project Initiatives, and information on the OMB Initiative for e-Government Lines of Business.

Highlights of the I-MANAGE Program Executive Steering Committee Meeting

The I-MANAGE Program Executive Steering Committee (ESC) met on March 18, 2004, to review the progress and current status of the I-MANAGE Standard Accounting and Reporting System (STARS) and I-MANAGE Data Warehouse (IDW) initiatives as well as to discuss high interest items and make recommendations for approval. Status updates included information on various I-MANAGE Projects. Steering Committee members in attendance were Jim Campbell, OMBE (Co-Chair), Rose Parkes, IM (Co-Chair), Mike Kane, NNSA, Jim Decker, SC, David Garman, EE, Barbara Male, EM, representing Jessie Roberson, and Lesley Gasperow, SP, representing Glen Podonsky.

STARS Update – Targeted Implementation 2004

The *I-MANAGE Standard Accounting and Reporting System (STARS)* Project Team is aggressively pursuing a wide range of project activities crucial to successfully implement STARS in October 2004.

The Project Team undertook efforts to *re-configure the software* to implement the new organizational structure proposed for the Most Efficient Organization (MEO) in the government's winning bid for the Financial Services Competitive Sourcing Study. The new structure will require the Department to reduce the number of financial service centers from three to one for the processing of accounting transactions, centralize payments in an Oak Ridge Payments Division, and consolidate nuclear materials accounting at the NNSA Service Center. The realignment required the project team to make additional changes to the conversion/interface programs and standardized reports. DOE integrated contractors have already started submitting their feeds to one location for field testing with the first feed in April.

The STARS team is actively involved in overseeing and executing the *User Acceptance Testing* that began as scheduled on May 3, 2004, and will continue through the end of July. The purpose of User Acceptance Testing is to verify that STARS accounting processes will adequately support the Department's business needs. This test will be comprehensive and will mirror a production environment. The I-MANAGE Program Management Office is very grateful for the full participation of subject matter experts from Program and Staff offices throughout the Department in the User Acceptance Testing being conducted at the Headquarters facility in Germantown.

To prepare for the successful deployment of STARS, the STARS Project Team is conducting the following *Change Management* activities. Throughout February and March, STARS team members interviewed DOE leaders from both the Programs and CFO organizations in the Field and at Headquarters to assess high level change management needs. Many financial services employees also participated in surveys to capture user concerns and communication preferences regarding implementation of the new system. The information obtained from these assessments and interviews

will be used to enhance STARS training delivery and improve STARS communications by providing more detailed information on what is available in the system, how STARS can be used to better manage financial information, and when changes will begin to take place that will affect users of the system.

Comprehensive end-user *Training* has been identified as a crucial component for a successful rollout of the system. The STARS Implementation Team is currently developing the training materials. Mary Lynch is the Lead for the STARS Implementation Team as well as serving as the STARS Accounting Transition Plan Manager. To ensure end user training needs are met, STARS training materials are being developed based on process documents prepared by subject matter experts. These process documents reflect the detailed accounting steps necessary to complete business processes in the new STARS system and will ensure the training materials reflect the way the Department conducts business.

The Project Team will provide training to MEO trainers, who will cascade the training through the end-user community. The Implementation Team will coordinate the delivery of STARS “train-the-trainer” sessions in late August. The trainers conducting these sessions will include individuals from the project team that have experience working with Oracle Federal Financials software and are familiar with the functional business processes of the Department. STARS Project management will work with the appropriate MEO managers to identify individuals to be trained as trainers. STARS “end-user” training will be provided just-in-time prior to system implementation, and is targeted to be conducted in September and October. More detailed training information will be provided in the next issue of our Newsletter.

One of the key requirements of the *STARS Accounting Transition Plan* is for each office to ensure its accounting data is accurate, complete, and reliable prior to the transfer from Departmental Integrated Standardized Core Accounting System (DISCAS) to the I-MANAGE STARS data base. The DISCAS data clean-up efforts are also critical to the current testing of data conversion programs and to the STARS User Acceptance Test. Offices struggling to meet the DISCAS data integrity milestones are encouraged to work with local and Headquarters management officials to identify and defer non-critical activities; obtain staff from other functional areas to support CFO activities; and/or require overtime as necessary to allow staff familiar with DISCAS to focus their attention on data clean-up. Questions concerning the Accounting Transition Plan may be addressed to Mary Lynch, or call at (720) 962-7520.

Data Warehouse Update – Targeted Implementation 2004

The *I-MANAGE Data Warehouse (IDW)* is targeted for October 2004 implementation, and will replace DOE’s current Financial Data Warehouse with a new, state-of-the-art data warehouse providing access to information through an IDW Portal. A portal is an intranet web site that allows users to easily access, extract, and organize information from the data warehouse and other sources. Portal features include the ability of Headquarters and Program Offices to customize their own view of specific data, as well as to identify alert conditions that may warrant immediate attention and other conditions that merely monitor progress of organizational goals. A prototype of the Portal is being developed to highlight features and customization options of this new and emerging technology. A demonstration of the portal prototype will be provided at the I-MANAGE Program Executive Steering Committee in July. Once implemented, the IDW will support STARS with analytic financial reporting. Eventually, the IDW will provide access to information from other I-MANAGE systems to include: Standard Budget System, E-Procurement, and Corporate Human Resource Information System. With expanded access to information, IDW Portal users will have the ability to link information from multiple systems to create consolidated reports. Starting on October 1, the IDW will house all FY 2005 financial and accounting information. Historical data will be maintained in the legacy Financial Data Warehouse for at least one year. Training for the new IDW will be provided starting in September 2004. The training will include how to navigate

through the portal, customize the portal for your Office, refresh standard reports, and write custom reports. More information on IDW training will be provided in early August.

Standard Budget System Update

The *Standard Budget System (SBS)* Requirements Baseline was presented at the October 2003 Executive Steering Committee Meeting. Since that time, the STARS Team identified the need to modify Oracle's Purchasing Application Programming Interface (API) in order to integrate automatic entries from the Budget Execution and Formulation System (BEFS) and the Funds Control Distribution System (FCDS). Both BEFS and FCDS are major Field Budget Systems used for pre-planning purposes and have been modified to gain efficiencies in automated processes. As a result, the SBS Team will take additional time to gather requirements related to budget formulation and distribution activities in these field systems. The amended Requirements Baseline will be provided to potential software vendors as the "target" for their offering. The ability of potential solutions to provide the functionality needed to support both Headquarters and Field budget activities will determine the path forward. If a COTS/GOTS solution can provide the functionality, this would lead to a single SBS solution. If not, a hybrid solution could be used, wherein the COTS/GOTS solution would integrate with field systems.

Human Resources System Update

The *Corporate Human Resource Information System (CHRIS)* continues to provide benefits to departmental managers and employees through all aspects of systems operations. The Project Team has completed the Change Control Board (CCB) process for the next round of upgrades scheduled to be implemented mid-June. These upgrades include a pilot using the Quick Hire product, Quick Class, to support Departmental re-organizations with additional automated classification support. The project also has added capabilities for critical skills assessment to aid in strategic human capital management as well as new functionality to support the General Counsel's Office in tracking the Standards of Conduct.

Procurement System Update

The *E-Procurement* Project Team has completed a draft project plan. In order to establish the federal Project Team, a letter was sent by Richard Hopf, Director of Procurement, and Robert Braden, Director of NNSA, to all subordinate offices indicating that resources must be made available to participate on the project. The core Project Team has already been formed and the [organizational chart](#) is available on the I-MANAGE website. The next phase of the Project is to finalize the detailed project plan and deliver the plan to the E-Procurement Project Manager by May 31, 2004. The plan will provide baseline project milestones targeting initial deployment by June 2006. If your organization wishes to participate on the project, please submit names to [Doug Baptist](#). For additional information, visit the I-MANAGE website. The approach being implemented for the government-wide [Grants.gov](#) initiative is to integrate Federal agency systems with the Grants.gov portal. Until the E-Procurement solution is deployed, the Department's Industry Interactive Procurement System (IIPS) will be used to share data with the Grants.gov FIND and APPLY modules. In the first phase of this effort, DOE embarked on an effort to develop a system-to-system interface with Grants.gov FIND module. As noted in our last newsletter, the Department is continuing to transmit 100% of its discretionary grant opportunity notices to Grants.gov via IIPS. DOE has posted over 100 announcements on the web site since its inception. During April 2004, DOE began accepting its first submissions of applications through the portal using the "APPLY" module of Grants.gov.

Travel System Update

The *DOE e-Travel* Project completed the required migration plan and it was accepted by the GSA eTS Project Management Office. The next step on the DOE side of the e-government initiative (eTS) is to complete an economic analysis as part of the waiver process.

OMB and the Future of e-Government

Reforming Government to become citizen-centered is an initiative being championed by OMB with agencies serving as managing partners. Resulting from an inter-agency task force established during 2001, high payoff e-Government opportunities were identified setting in motion a transformation of government services around customer needs. Over the past three years, as a result of the implementation of this e-Government initiative, dramatic changes in the way the Government uses *information technology* to provide services to citizens has occurred. Moving forward, the next level of e-government opportunities will focus on sharing *common processes* and *functions* across Government. There are five Lines of Business that the government has identified to be examined for streamlining business practices:

- Financial Management (FM)
- Human Resources Management (HR)
- Grants Management (GM)
- Federal Health Architecture (FHA)
- Case Management (CM)

To meet objectives, OMB is establishing Lines of Business Task Forces to focus on each business line and provide a business-driven, common solution that will be developed through a defined architectural process. Task Forces have already been formed and are underway in the areas of financial management, case management, and federal health architecture. In the financial management area, DOE is partnering with Labor to manage this initiative.

Thank you for your interest in the Newsletter. We invite you to visit the I-MANAGE Program website for additional information and welcome your comments and suggestions.

If you have questions, we encourage you to use the “[Contact Us](#)” feature on the I-MANAGE website. While you are there, be sure to check our catalog of Frequently Asked Questions.

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Program and Project Sites:

<http://www.mbe.doe.gov/ME2-5/I-MANAGE/INDEX.HTM>

<http://www.me.doe.gov/STARS>

<http://CHRIS.inel.gov>

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